State of Montana
DEPARTMENT OF CORRECTIONS
POLICY REVIEW GUIDELINES

The following guidelines are intended to assist administrators and/or subject matter experts (SME's) with the annual policy review process:

- Identify the date on the review schedule that recommendations for revisions are due in the policy unit.
- Circulate the current DOC policies due for review to designated staff well in advance of the draft due date to acquire their input (*all current policies are available on the Department Intranet and Internet*).
- Submit recommended changes (i.e., deletions, additions, comments) directly on the draft, or in a separate email. Please highlight any input made on the draft so recommendations and comments are readily visible; otherwise they are missed.

Questions to ask and suggestions to apply during the review process:

➢ Does your input relate to general Department directives and requirements? Be aware that detailed, site-specific information belongs in local operational procedures.
➢ Have there been any statutory, procedural, or operational changes in the past year that would affect this policy?
➢ Is the policy's applicability clause still relevant?
➢ Are the appropriate references included, e.g., Montana codes, ACA standards, and specific Department policies?
➢ Have you reviewed any attachments to the policy to ensure the information is consistent with information in the body of the policy?

Please Note: The Department policy management system directives are contained in *DOC 1.1.2, Policy Management System*. The policy attachments provide sample policy and operational procedure formatting requirements.

Please contact the Policy Unit for assistance, as needed, or with any questions about the policy review process at 406-444-2828.